

# **Packaging the Grant Request**

## **Cover Letter**

The cover letter, either from the board president or executive director, should include: what the request is, the importance of the project, reason for applying to specific donor, amount of the request.

## **Executive Summary**

A one-page summary used in larger grant requests (over 5 or 6 pages). In the summary, give a brief description of the need for the project, the objectives, and the action plan.

## **Proposal**

Introduction / Background

- History of the agency, purposes and goals

- Introduction of the proposed project, amount needed

Statement of Need

- Description of community environment and need for applicant agency and project

Program Request

- Objectives

- Methodology or Action Plan

- Client Population / Geographic Limitations

- Staffing Professional and Volunteer

- Funding Needs (Project Budget)

- Future Funding

- Program Evaluation

- Closing Summary

## **Support Material**

IRS determination letter

Budgets for both the project and the agency

Audit

Board and Advisory Board lists

Testimonials from clients

Selected newsletters, agency brochure, press support

ABC s-Vogt

-Information provided by The Funding Information Center, Fort Worth, Texas